

## VACATION/ SICK/ PERSONAL TIME

### Non-Bargaining Unit Employees

Sick Leave – 7.5 hrs per month

Personal Leave – 4 days given at the start of every calendar year/pro-rated (personal leave not used by December 31st will be forfeited)

#### Exempt Employees Vacation

##### **0-9 ½ years of continuous service:**

4 weeks per year; 12.5 hrs per month

##### **After 9 ½ years of continuous service increases to:**

5 weeks; 15.625 hrs per month

**Compensatory Time:** Not available

#### Non - Exempt Employees Vacation

##### **0-9 ½ years of continuous service:**

3 weeks per year; 9.375 hrs per month

##### **9 ½ years – 19 ½ years of continuous service increases to:**

4 weeks; 12.5 hrs per month

##### **After 19 ½ years of continuous service increases to:**

5 weeks; 15.625 hrs per month

**Compensatory Time:** Available

### Bargaining Unit Employees

Sick Leave – 9.375 hours per month (MOSES)

9.375 hours per month (NAGE)

Personal Leave – 4 days given at start of every calendar year/pro-rated (personal leave not used by December 31 will be forfeited (Units 1 and 6) or donated to EILB (Unit 9))

#### Vacation-

##### **0-4 ½ years of continuous service:**

2 weeks per year; 6.25 hrs per month

##### **4 ½ years – 9 ½ years of continuous services increases to:**

3 weeks; 9.375 hrs per month

##### **9 ½ years – 19 ½ years of continuous service increases to:**

4 weeks; 12.5 hrs per month

##### **After 19 ½ years of continuous services increases to:**

5 weeks; 15.625 hrs per month

## HOLIDAYS

The state observes the following paid holidays:

**January 1:** New Year's Day

**3<sup>rd</sup> Monday in January:** Martin Luther King Day

**3<sup>rd</sup> Monday in February:** President's Day

**3<sup>rd</sup> Monday in April:** Patriots Day

**Last Monday in May:** Memorial Day

**July 4:** Independence Day

**1<sup>st</sup> Monday in September:** Labor Day

**3<sup>rd</sup> Monday in October:** Columbus Day

**November 11:** Veterans Day

**4<sup>th</sup> Thursday in November:** Thanksgiving

**December 25:** Christmas Day



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AGO employees are appointed by and serve at the pleasure of the Attorney General. Employees who are members of collective bargaining units may be subject to specific rules, regulations, or responsibilities and may have different or additional benefits as defined by their Collective Bargaining Agreement.

Full-time employees are those employees with an approved work schedule of 37.5 hours per week. Part-time employees are those employees with an approved work schedule of fewer than 7.5 hours per day or an approved work schedule of fewer than 37.5 hours per week. Part-time employees receive benefits on a prorated basis. Individuals who have a regular work schedule of fewer than 18.75 hours per week will not receive benefits.

The Attorney General's Office offers a generous package to its employees. A summary of those benefits and other employment information is provided here.

#### **Bi-Weekly Pay Cycle**

- 10 Day bi-weekly pay cycle
- Required to have direct deposit
- Net pay deposited into checking and/or savings
- Each payday employees receive a pay advice which can be accessed through PayInfo – web based program that allows employees to access their payroll information through the internet.

#### **Health Insurance Benefits**

In conjunction with the Commonwealth's Group Insurance Commission, the following benefits are offered to regular employees who work at least 18.75 hours per week. For new employees coverage begins on the first day of the month following 60 calendar days from the date of employment, or two calendar months, whichever comes first. Family Coverage will require proof of marriage for spouse and birth certificates for dependent children.

#### **Group Insurance Commission (GIC) offers:**

- Health Insurance
- Dental/Vision
- Life/Optional
- Long Term Disability
- Health Care Spending Account
- Dependent Care Assistance Program (DCAP)

#### **Health Insurance Plans**

- Fallon Community Health Plan Direct Care
- Fallon Community Health Plan Select Care
- Harvard Pilgrim Independence Plan
- Harvard Pilgrim Primary Choice Plan
- Health New England
- NHP Care-Neighborhood Health Plan
- Tufts Health Plan Navigator
- Tufts Health Plan Spirit
- UniCare State Indemnity Plan/Basic
- UniCare State Indemnity Plan/Community Choice
- UniCare State Indemnity Plan/Plus

#### **Dental & Vision**

##### ➤ MetLife

- Classic Plan
- Value Plan

##### ➤ Davis Vision

#### **Life Insurance (Basic and Optional)**

- \$5,000 Basic Life Insurance offered with health insurance plan
- May enroll in Optional Life Insurance for a coverage amount of up to 8 times the employees salary

#### **Long Term Disability**

- 90 days disabled – up to 50% of monthly gross pay
- Premiums based on age and income

#### **Health Care Spending Account**

- Employees can pay for certain non-covered health related expenses with before tax dollars
- Maximum amount - \$2,500 per year
- Minimum amount - \$500 per year
- Payroll deduction

#### **Dependent Care Assistance Program**

- Employees can pay for certain dependent care expenses with before-tax dollars
- Maximum amount - \$5,000 per year
- Payroll deduction

#### **Extended Illness Leave Bank (EILB)**

- Used when an employee experiences a serious injury or illness
- Voluntary Program
- Must donate leave time annually to maintain enrollment

#### **Employee Assistance Program**

- Benefit available to employees and dependents
- Wide range of services
- Professionally trained counselors
- No cost to employees

#### **Deferred Compensation (SMART Plan)**

- Provided by Great-West Retirement Services
- Meant to supplement employees at retirement
- Pre-tax deduction
- Minimum contribution - \$10 per period
- Maximum contribution - \$16,500 per year

#### **Transportation Benefit**

- Payroll deduction
- Parking
- Transit
- [www.benstrat.com](http://www.benstrat.com)

#### **Massachusetts State Retirement Board**

State employees do not contribute to Social Security. All employees participate in the Commonwealth's retirement system administered by the State Retirement Board. New employees' contribution is 9% of gross wages – income over \$30,000.00 is an additional 2%. Employees transferred from another state agency will stay at the same rate

#### **Tuition Remission**

- After 6 months of full-time service, employees and their spouses are eligible
- State school or Community College
- Employees may receive partial to full tuition remission (except for fees, books, and materials)

#### **METRO Credit Union**

- Membership information on the website [www.metrocu.org](http://www.metrocu.org)
- Located at One Center Plaza
- ATM machine in lobby of One Ashburton Place

#### **For questions, please contact:**

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